

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: RMA -
ENGINEERING (01315)
Function: General
Activity: Property Management
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	501,163	607,830	673,000	673,000
710103 Extra Help	40,970	0	0	0
710105 Overtime	2,768	0	0	0
710200 Retirement	110,411	157,000	169,000	169,000
710300 Health Insurance	54,280	77,500	67,200	67,200
710400 Workers' Compensation Insurance	2,768	1,859	2,127	2,127
TOTAL SALARIES & EMPLOYEE BENEFITS	712,360	844,189	911,327	911,327
<u>SERVICES & SUPPLIES</u>				
720200 Clothing & Personal Supplies	9	50	300	50
720300 Communications	12,704	11,900	7,500	7,000
720600 Insurance	120	148	161	161
720800 Maintenance - Equipment	714	300	600	300
721000 Medical, Dental & Lab Supplies	0	0	45	0
721100 Memberships	244	2,070	530	530
721300 Office Expense	5,726	4,000	9,000	4,000
721400 Professional & Specialized Services	583,336	145,323	153,550	74,000
721500 Publications & Legal Notices	0	300	500	300
721600 Rents & Leases - Equipment	11,033	16,200	16,200	17,200
721800 Small Tools & Instruments	0	250	500	250
721900 Special Departmental Expense	150	1,000	3,000	1,000
722000 Transportation & Travel	3,967	4,000	12,200	4,000
TOTAL SERVICES & SUPPLIES	618,003	185,541	204,086	108,791

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<u>FIXED ASSETS</u>				
740300 Equipment	0	0	17,510	1,500
TOTAL - TOTAL FIXED ASSETS	0	0	17,510	1,500
 TOTAL - RMA - ENGINEERING	 1,330,363	 1,029,730	 1,132,923	 1,021,618

COMMENTS

In April 2002, the Board of Supervisors passed an ordinance creating a Resource Management Agency (RMA). The Agency was created as a comprehensive local agency to administer, coordinate and oversee the development and implementation of policies and regulations concerning land use planning, engineering and general services, public works, special district services, road and transportation, environmental health and parks and recreation activities. In 2004-05 the Board of Supervisors set apart the engineering functions from RMA Administration, and created a separate RMA Engineering budget. RMA-Engineering has responsibility over the following divisions within the RMA:

Resource Management Agency - Engineering

Building Inspection
 Building Maintenance
 Building Operations
 Flood Control Services
 Grounds Maintenance
 Refuse Disposal
 Special District Services

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Recommend</u>
Accounting Technician I	1	1
Administrative Assistant	1	1
Assistant County Engineer	1	1
Assistant Engineer	1	1
Associate Civil Engineer, or Engineer I, II or III	1	1
County Engineer	1	1
Engineering Technician	2	2
Office Assistant I or II	1	1
Office Services Supervisor II	1	1
Senior Civil Engineer	1	1
Total Permanent	11	11

STAFFING (continued)

The following vacant positions are not recommended to be funded for 2009-10, with an estimated savings to the General Fund as noted below:

<u>Position</u>	<u>Estimated Salary & Employee Benefit Savings for 12 Months</u>
Associate Civil Engineer	\$ 89,522
Assistant Engineer	<u>76,338</u>
Total Est 12-Month Savings	\$165,860

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$673,000 based on the current and recommended staffing level.
- 710200 Retirement reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300 Health Insurance is based on the employer’s share of health insurance premiums.
- 710400 Workers’ Compensation reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200 Clothing & Personal Supplies (\$50) provides safety clothing for the survey crew.
- 720300 Communications (\$7,000) reflects the anticipated telephone and cell phone expenses of this Department. A request for two (2) additional cell phones and resulting increased communications cost is not recommended at this time. For 2009-10 the communication costs are shown in each division of the Engineering Department.
- 720600 Insurance contribution reflects the Department’s contribution to the County’s Self-Insured Liability Program.

SERVICES & SUPPLIES (continued)

- 720800 Maintenance - Equipment is recommended at \$300 based on anticipated expenditures. This account funds the washing of County vehicles.
- 721100 Memberships is recommended at \$530 for membership in the California Land Surveyors' Association (\$180) and the County Engineers Association (\$350).
- 721300 Office Expense is recommended at \$4,000 for office supplies.
- 721400 Professional & Specialized Services (\$74,000) This account funds the continued need for surveyor services (\$60,000) and miscellaneous outside engineering services (\$10,000). This account also funds two (2) licenses for AutoCAD Civil 3D (\$2,800), and one (1) license for Water CAD (\$1,200).
- 721500 Publications & Legal Notices (\$300) is recommended to cover cost to advertise bidding of County projects.
- 721600 Rents & Leases - Equipment (\$17,200) This account provides for the rental of copy machines used by this Department (\$9,200), and rental of vehicles from the Central Garage estimated at 17,770 miles for a cost of \$8,000 based on anticipated usage.
- 721800 Small Tools & Instruments is recommended at \$250.
- 721900 Special Departmental Expense (\$1,000) is recommended for fees now required by State Fish & Game for any lake and stream bed alternations. Also included in this account are funds for the renewal for Civil Engineers' licenses.
- 722000 Transportation & Travel is recommended at \$4,000 to provide out-of-county travel, private mileage and training.

FIXED ASSETS

The following fixed assets are recommended to be purchased:

- 2 Printers (N) (\$1,500) Currently the Department is using an 8 year old network printer for all clerical and engineering staff, with maintenance issues due to the high volume. It is recommended that 1 - Desktop Printer (\$750) be purchased for exclusive use by the Office Services Supervisor due to confidential personnel memos she must produce, and 1 - Network Printer (\$750) be purchased and assigned to 5 employees for their use. The current printer would be placed in the County Engineer's Office for his use, which would be substantially less than its current work load requirement.

The following fixed assets are not recommended to be purchased:

- 3 Computers (N) (\$5,880) Currently three employees are borrowing computers from Planning and Building Inspection as those Departments have vacancies which will not be funded for 2009-10. Should a turn around in building activity require the current vacant positions be filled, it is recommended at that time to add additional computers to Engineering.
- 2 Computers (N) (\$7,130) The Department is requesting a new computer for a currently unfunded Associate Civil Engineer position, and an additional Counter Computer for the Lobby area. Both computers are not recommended.
- 1 Scanner (R) (\$3,000) is not recommended to be funded for 2009-10.